

State of Illinois

Rod R. Blagojevich, Governor

Illinois Department of Central Management Services

Maureen T. O'Donnell, Acting Director



State of Illinois State Use Program

A win-win investment for the State and its citizens.

Annual Report
FY2007



CMS Illinois Department of
Central
Management
Services

State of Illinois
State Use Program

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DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Maureen T. O'Donnell, Acting Director

April 30, 2008

The Honorable Rod R. Blagojevich
Governor of the State of Illinois
207 State House
Springfield, IL 62706

Dear Governor Blagojevich:

I am happy to present this report to you on the achievements of the State Use Program for Fiscal Year 2007 and its positive impact on the lives of our citizens with disabilities.

In Fiscal Year 2007, the State Use Program accounted for more than \$31 million in contracts between Community Rehabilitation Facilities and State agencies for products and services. The program helped provide training, employment and greater independence for 2,277 disabled individuals and supplied them with 787,421 hours of work.

With continued support of this program, the number of disabled individuals with long-term employment and increased economic stability will grow, minimizing their need for public assistance and entitlement benefits.

The State Use Program is truly a win-win investment for the State of Illinois—providing job opportunities and greater independence for its disabled citizens while benefiting State agencies with quality goods and services at fair market prices.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Maureen T. O'Donnell', written over a horizontal line.

Maureen T. O'Donnell
Acting Director

The State Use Program

The State Use Program began in 1983 when the Illinois Purchasing Act was amended to allow the State to contract with qualified Community Rehabilitation Facilities (CRFs) without going through a competitive bidding process.

The purpose of the State Use Program is to use the vast purchasing power of state government as a catalyst in employing severely disabled citizens.

Through CMS, State agency procurement needs are matched to the capabilities of Community Rehabilitation Facilities (CRFs, or “workshops”), providing long-term employment opportunities for those unable to engage in normal competitive employment. All products and services provided by a workshop must be of a comparative quality and offered at fair market price.

State of Illinois agencies participating in this program are assured of high quality products and services, on-time delivery, payment of fair market prices, and a central point of contact for assistance. Contracts are independently reviewed, evaluated, and approved by the State Use Committee to ensure the best quality and pricing available. Illinois is a member of the national State Use Programs Association (SUPRA), along with more than 20 other states. Over 30 Illinois State agencies regularly participate in the State Use Program.

Over the past five years, CMS has transformed procurement into a statewide system—led by the CMS Bureau of Strategic Sourcing and Procurement (BOSSAP)—and fully integrated the State Use Program into this structure. The arrangement enables the State’s purchasing experts to direct appropriate business opportunities to workshops and to ensure they are providing high quality products and services at market prices.

Today, State Use workshops in Illinois deliver services ranging from janitorial, document shredding, microfilming, printing and data entry to rest area maintenance, carpet cleaning, and laundry services. They produce needed commodities such as soap, pillows, desk pad calendars, trash can liners, license plates and laser printer cartridges.

Benefits of the Program

First and foremost, individuals with disabilities benefit from this program. They are afforded meaningful long-term employment opportunities, marketable job skills, and a greater chance for economic independence. In expanding their scope of experience and enhancing their abilities, some disabled employees are able to take on new assignments at increasingly higher levels of difficulty, which prepares them for a wider variety of jobs either within or outside of the Rehabilitation Facility. In Fiscal Year 2007, 58 Community Rehabilitation Facilities were awarded contracts with State agencies through the State Use Program, employing 2,277 disabled individuals.

The State of Illinois benefits by receiving high-quality goods and services for fair market prices in long-term contracts. With no competitive bidding process required for State Use contracts with qualified CRFs, the State experiences reduced administrative costs as well. In Fiscal Year 2007, the State awarded 252 such contracts.

Providing disabled citizens with opportunities for economic independence enables them to become taxpayers and reduces their need for public assistance and entitlement benefits.



The Department of Healthcare and Family Services gets a secure document destruction contract. The employees at Opportunity Secure Data Destruction, a division of Glenkirk Vocational Training Center in Northbrook, receive training and become skilled based on its certification as a National Association for Information Destruction facility.



"The Illinois license plate contract provides vocational training opportunities, allowing individuals with disabilities to gain skills and become more independent, while earning a wage and producing a quality product for the State. The contract continues to promote growth, independence and self-worth for people with disabilities and their families who live in our community."

– Lora Dills, Macon Resources, Decatur



Community Rehabilitation Facilities (CRFs)

To qualify to participate in the State Use Program, a CRF must meet the following guidelines:

- Comply with Illinois law governing private not-for-profit organizations.
- Be certified as a sheltered workshop by the Wage and House Division of the U.S. Department of Labor.
- Meet the Illinois Department of Human Services' just standards for a rehabilitation facility.
- Have a completed Bidders Application on file with the Department of Central Management Services.
- Meet the bid specifications or the needs of the purchasing agency.
- Set a fair market price.
- Report quarterly of any contracts with State agencies.

In Fiscal Year 2007, there were 104 registered CRFs in Illinois.

The State is divided into a Northern Region and a Southern Region. A coordinator represents each of the regions, providing assistance necessary to ensure the success of the program.

State Use Program Staff

Terri Jurkanin
Division Manager

Corrie Smith
Northern Region Coordinator

Brynn Henderson
Southern Region Coordinator

Duties and Responsibilities of Staff Members:

- Acting as liaison between participating not-for-profit organizations, the Committee and State agencies in collecting information, responding to inquiries, or resolving issues.
- Providing technical assistance and training to participating not-for-profit organizations.
- Monitoring the quality of products and services.

Community Rehabilitation Facilities

Northern Region

Abilities Center	Rockford
Abilities Plus	Kewanee
Achievement Industries	Monmouth
Ada S. McKinley	Chicago
ARC Industries	Rock Island
Aspire of Illinois	Bellwood
Assn. for Individual Development	Aurora
Avenues to Independence	Wheeling
Bridgeway Training Services	Galesburg
Cass County Mental Health Center	Beardstown
Chicago Assn. for Retarded Citizens	Chicago
Chicago Lighthouse for the Blind	Chicago
Clearbrook	Rolling Meadows
Community Workshop & Training Center	Peoria
Cornerstone Services	Joliet
Countryside Association	Palatine
CRC Industries	Quincy
Developmental Services Center	Champaign
DeWitt County Human Resource Center	Clinton
Easter Seals Reaching for Adulthood	Oak Park
El Valor	Chicago
Fulton County Rehabilitation Center	Canton
Futures Unlimited	Pontiac
Gateway Services	Princeton
Glenkirk Vocational Training Center	Northbrook
Goodwill Industries of Central Illinois	Peoria
Goodwill Industries	Chicago
Habilitative Systems	Chicago
Hancock County Industries	Carthage
Helping and Rehabilitation Center	LaGrange
Hope Industries	Rockford
Horizon Industries	Peru
Illinois Growth Enterprises	Rockford
Illinois Valley Industries	Morris
Jan Tech	Chicago
JDWI Screen printing	Galena
Jewish Vocational Service	Chicago
Kankakee County Training Center	Bradley
Knox Co. Council for Dev. Disabilities	Galesburg
Kreider Services	Dixon
Lambs Farm	Libertyville
Lester and Rosalie Anixter Center	Chicago
Logan-Mason Rehabilitation Center	Lincoln
Malcolm Eaton Enterprises	Freeport
Northpointe Resources	Zion
NTSW	Skokie
O.H. Industries	Sycamore
Oak/Leyden Developmental Services	Oak Park
Occupational Development Center	Bloomington
Opportunities, Inc.	Highland Park
PARC	Chicago
Pioneer Center of McHenry County	McHenry

Ray Graham Association
 Rehabilitation Products & Services
 Sequin Services
 Sertoma Centre
 SHORE Training Center
 Skills, Inc.
 Southstar Services
 HeightsSouthwest Community Services
 Spectrum Vocational Services
 St. Colletta's of Illinois
 Streater Unlimited
 TCRC
 Thresholds Rehabilitation Industries
 Thresholds Rehabilitation Industries
 Transitions NFP
 Trilogy, Inc.
 Trinity Services
 Victor C. Neumann Assn.
 Village of Progress

Elmhurst
 Danville
 Cicero
 Alsip
 Morton Grove
 Moline
 Chicago
 Tinley Park
 Downers Grove
 Tinley Park
 Streater
 Tremont
 Chicago
 St. Anne
 Rock Island
 Chicago
 Joliet
 Chicago
 Oregon

Southern Region

ARC Community Support Systems
 Career Development Center
 CCAR Industries
 Challenge Unlimited
 Charleston Transitional Facility
 Christian County Mental Health Assn.
 Clay County Rehabilitation Center
 Coleman Tri-County Services
 Community Link
 Elm City Rehabilitation Center
 FAYCO Enterprises
 Five Star Industries
 Franklin-Williamson Human Services
 Human Resources Ctr. Edgar/Clark Cos.
 Human Support Services
 Human Service Ctr. Southern Metro East
 Illinois Valley Rehabilitation Center
 Kaskaskia Workshop, Inc.
 Land of Lincoln Goodwill
 Lawrence Crawford Assn. Exceptional Citizens
 Macon Resources
 M.A.P. Training Center
 Moultrie County Beacon
 New Opportunities
 R.A.V.E. Inc.
 S.A.V.E. Inc.
 Shelby County Community Services
 SPARC Vocational Services
 START, Inc.
 TRADE Industries
 UCP of Land of Lincoln
 Wabash Area Vocational Enterprises

Teutopolis
 Fairfield
 Charleston
 Alton
 Charleston
 Taylorville
 Flora
 Shawneetown
 Breese
 Jacksonville
 Vandalia
 DuQuoin
 West Frankfort
 Paris
 Waterloo
 Red Bud
 Gillespie
 Centralia
 Springfield
 Robinson
 Decatur
 Karnak
 Sullivan
 Madison
 Anna
 Belleville
 Shelbyville
 Springfield
 Murphysboro
 McLeansboro
 Springfield
 Mt. Carmel

The State Use Committee

The State Use Committee was created to monitor the purchase of products and services from the Community Rehabilitation Facilities. The Committee consists of the Director of the Department of Central Management Services, the Secretary of the Department of Human Services, two representatives from private business, and two public members. The public and private members are appointed by the Governor and must be knowledgeable in the needs and concerns of rehabilitation facilities in Illinois.

The Committee meets at least quarterly to review proposed contracts, develop guidelines to be followed by qualified CRFs, and assist the State Use staff in the development of policy. Upon Committee approval, State agencies are given the authority to proceed with contracts and be exempt from the bidding process.

The Committee has the following responsibilities to ensure that it meets its annual objectives:

- Request information from State agencies regarding product specifications and service requirements necessary to meet their needs;
- Meet quarterly or more often, as necessary, to carry out the Committee's purpose;
- Request a quarterly report from each participating CRF, which describes the volume of sales of each product or service sold;
- Prepare a publication listing all the supplies and services available from qualified CRFs and distribute the list to all State Purchasing Officers; and
- Review all bids submitted under the provisions of the Act and reject any such bids for any purchase that is determined to be substantially more than the purchase would have cost had it been competitively bid.

The Committee's objective for the future is to encourage more State agencies to participate in the program and to match up more contracts for supplies and services with qualified workshops not currently doing business with the State.

The ultimate goal is to continue to increase the opportunities for gainful employment and economic independence for Illinois' disabled citizens.

State Use Committee Members

Maureen T. O'Donnell, Chairman

Rick Hughes, Designee

Department of Central Management Services

Carol L. Adams, Ph.D., Secretary

Curt Massie, Designee

Department of Human Services

Dr. Seymour Bryson

Associate Chancellor, Diversity

Southern Illinois University at Carbondale

Public Member

David B. Dailey

Policy Assistant, Bureau Employee Services

Department of Transportation

Public Member

Vacant

Private Member

Vacant

Private Member

Procurement Procedure

Any State agency wishing to establish a contract with a qualified Community Rehabilitation Facility must submit a request for approval to the Manager of the State Use Program. The request must include the name of the CRF, type of contract desired, duration of the contract, and the dollar amount. A Procurement Business Case (PBC) must be attached to the request. The PBC is a document that is established at the initial phase of all procurements. It outlines the details of the procurement and must be approved by the State Purchasing Officer at each respective agency. PBCs are instrumental in tracking the history and detail of procurements.

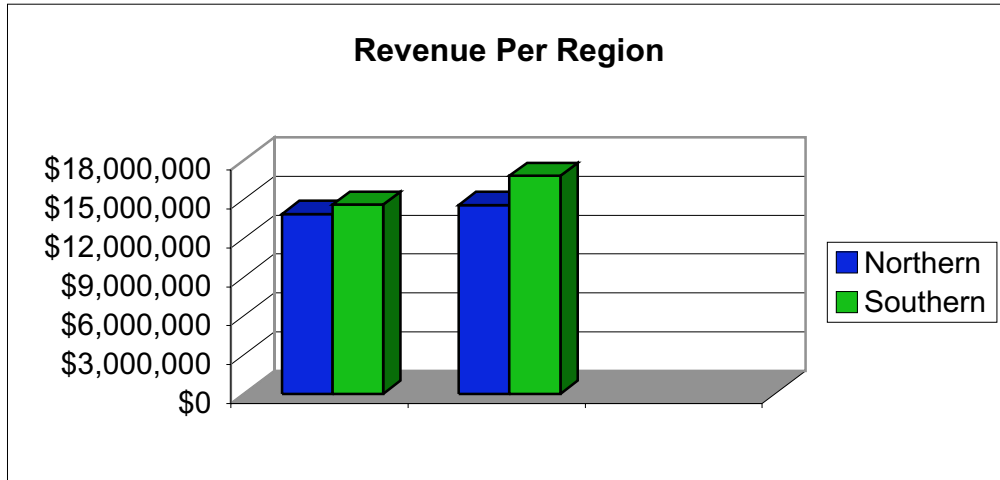
The CRF must provide a Certificate of Assurance that details how many clients will be working as a result of the contract. A narrative must also be included that outlines the specifics of the contract. These documents are then presented to the State Use Committee. Once the Committee has approved the contract, the agency is given the authority to proceed. All State Use contracts are exempt from the bidding process.

High-Dollar State Use Contracts for FY07

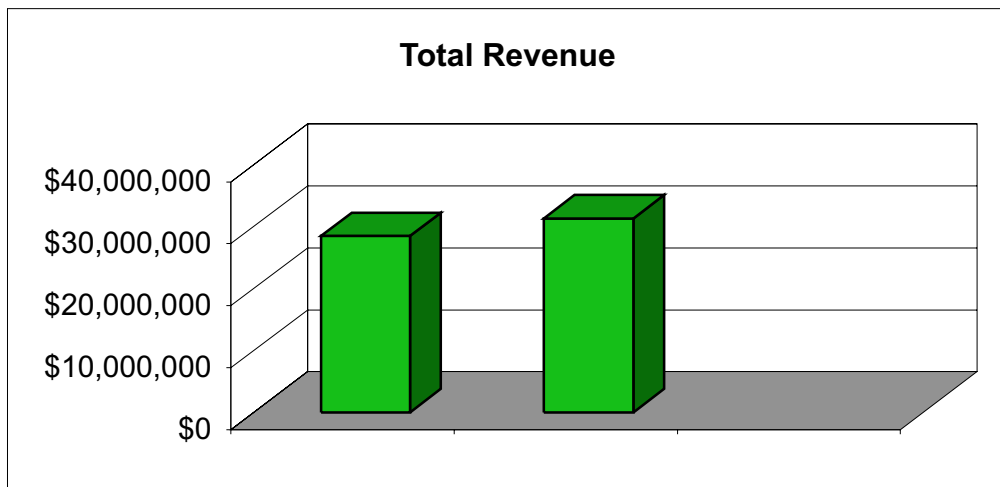
<u>Contract</u>	<u>Vendor</u>	<u>Value</u>
License Plates	Macon Resources	\$6,762,075
Data Entry	Bridgeway Training Services	\$1,910,369
Baking Mixes	Human Resources Center	\$1,537,285
Laser Cartridges	Thresholds Industries	\$1,428,241
Toilet Tissue	Malcolm Eaton Enterprises	\$1,412,522
Trash Can Liners	Shelby Co. Community Services	\$1,371,265
License Stickers	SAVE Inc.	\$1,345,139

State Use Revenue Summary

State agencies spent \$31,322,700 in State Use contracts in Fiscal Year 2007.



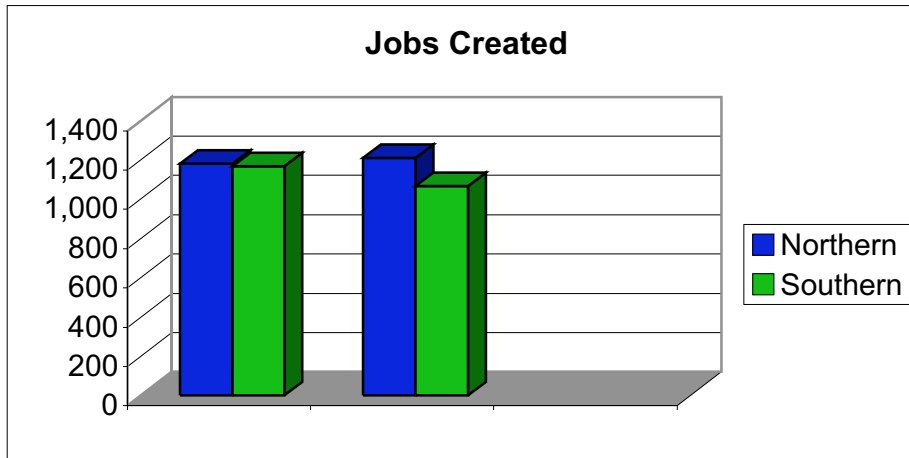
	Northern	Southern
FY06	\$13,863,899	\$14,567,158
FY07	\$14,538,218	\$16,784,482



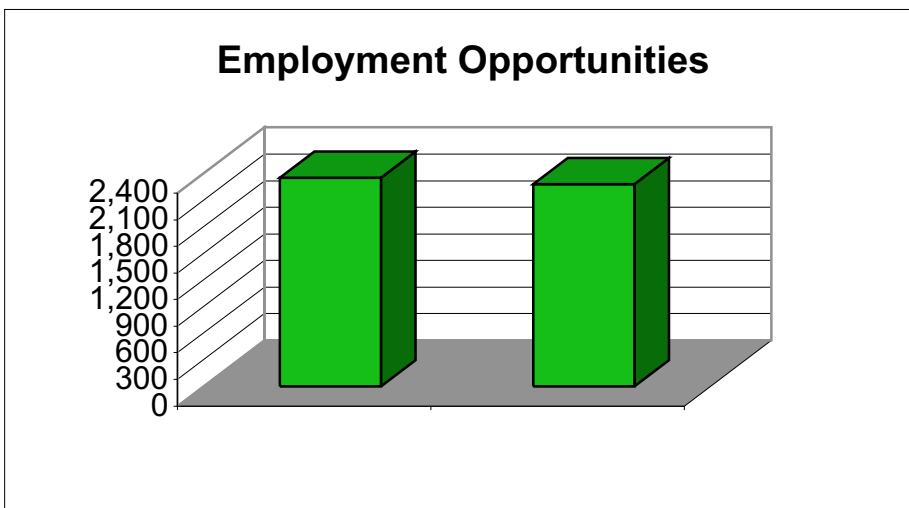
FY06	\$28,431,057
FY07	\$31,322,700

Employment Opportunities

The primary objective of the CMS State Use Program is to develop employment opportunities for citizens with disabilities by establishing contracts with CRFs for goods and services. There were 2,277 jobs created for citizens with disabilities through these State contracts during Fiscal Year 2007. An average of more than 2,300 jobs has been created in the past two fiscal years.



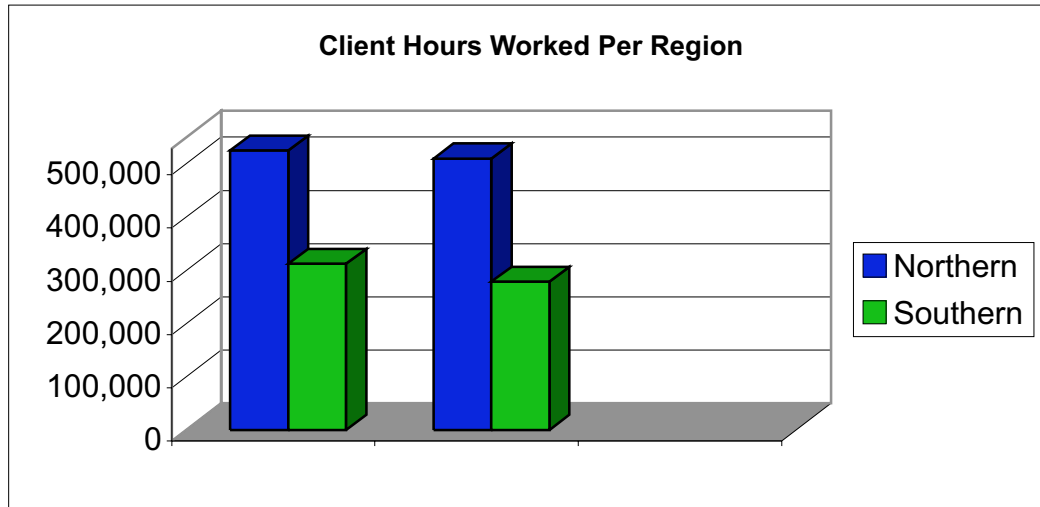
	Northern	Southern
FY06	1,180	1,169
FY07	1,210	1,067



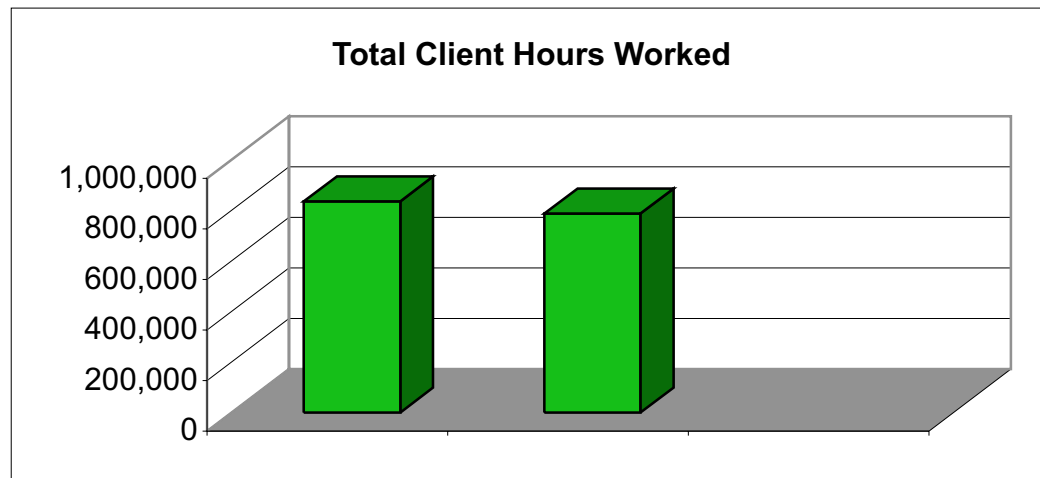
FY06	2,349
FY07	2,277

Client Hours Worked

Many disabled Illinoisans have been afforded the opportunity to gain meaningful employment through the State Use Program. In the past two fiscal years, Community Rehabilitation Facilities have provided 1,623,495 hours of work for these individuals. The graphs below show the client hours worked per region and by totals for the two-year period.



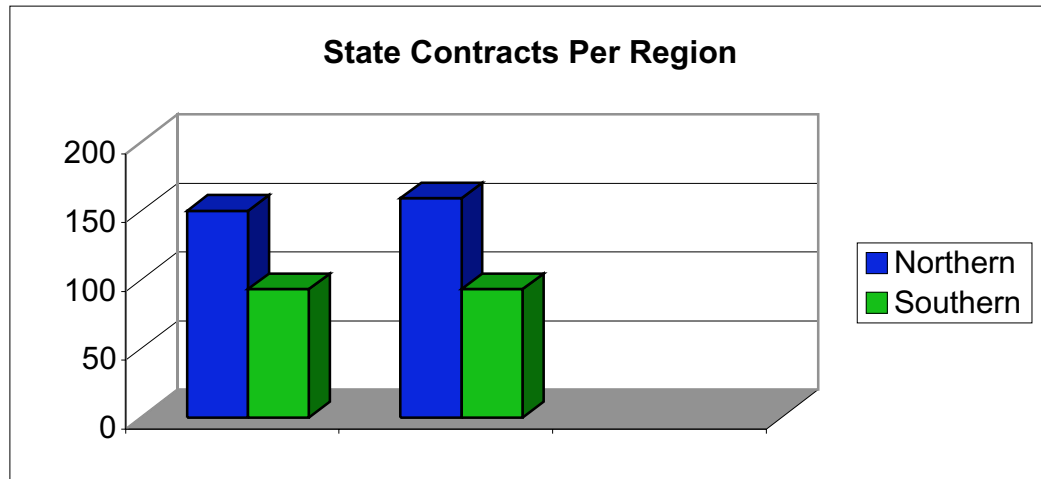
	Northern	Southern
FY06	524,638	311,436
FY07	509,376	278,045



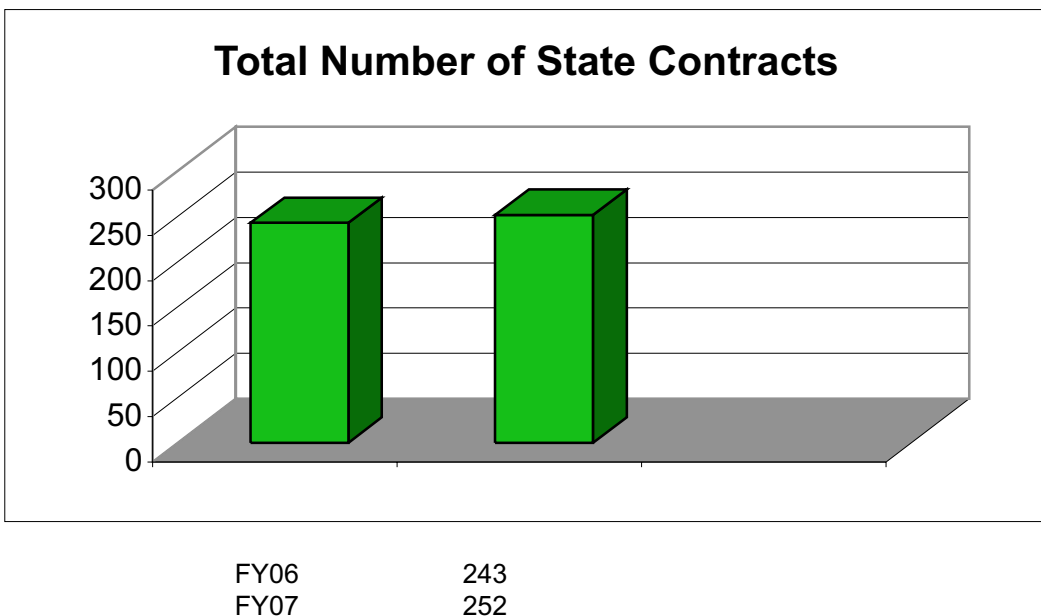
FY06	836,074
FY07	787,421

State Use Contracts Awarded

In Fiscal Year 2007, State agencies awarded 252 contracts to Community Rehabilitation Facilities. In the past two fiscal years, there have been 495 such contracts awarded. The graphs below summarize the number of contracts per region and by totals for the two years.



	Northern	Southern
FY06	150	93
FY07	159	93





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